

**Iowa Telecommunications & Technology Commission  
Telephonic Meeting  
Grimes State Office Building, 1st Floor  
Des Moines**

**FINAL**

**June 18, 2008**

**Commissioners Present**

Betsy Brandsgard, Chairperson (by phone)  
Timothy L. Lapointe, Member (by phone)  
Pamela A. Duffy, Member (by phone - joined the call at 10:55 a.m.)  
Michael W. Mahaffey, Member (by phone)

**Commissioners Absent**

Robert R. Hardman, Member  
David A. Vaudt, Ex-Officio Member

**Iowa Communications Network Staff Present**

John Gillispie, Executive Director  
Joseph Cassis, Deputy Director  
Dave Marley, Operations Administrator  
Dave Lingren, Service Delivery Administrator (by phone)  
Kevin Heinzeroth, Finance Administrator  
Vicki Wallis, Engineering Administrator (by phone)  
Tami Fujinaka, Government Relations Manager  
Gail McMahon, Public Relations Manager  
Michael Tutty, DAS-ITE  
Paul Stuber, Engineering Division  
Diane Van Zante, Secretary (Recorder)

**Guests**

Jen Acton, LSA  
Deborah Helsen, LSA  
Gwen Nagle, Iowa Dept. of Education

**Call to Order**

Ms. Brandsgard called the meeting to order at 10:35 a.m. At the outset, a quorum was not present for the meeting. Agenda items were taken out of order; discussion of all voting items was delayed until there was a quorum of members in attendance.

**Table 05/15/08 Meeting Minutes**

The May 15, 2008 meeting minutes were informally tabled to the July 2008 meeting.

**New Business**

**Adoption of Administrative Rules** (tabled at May meeting) – Tami Fujinaka.

The public hearing on proposed administrative rule changes (first discussed at the January 31, 2008 ITTC meeting) was held without challenge. The next step is for the ITTC to adopt the rule changes. Commissioner Lapointe moved adoption of the rule changes; Commissioner Duffy seconded the motion. A roll call vote was taken:

Commissioner Duffy - Yes  
Commissioner Mahaffey – Yes  
Commissioner Lapointe - Yes  
Commissioner Brandsgard - Yes

The motion passed.

**Planning Projects Updates -**

- Enterprise Architecture - Michael Tutty.  
We have completed a top down view of the process and are now looking at specific examples of business processes. Recent information from the industry association that we joined (TM Forum) confirms that we are taking the right approach. The RFI was completed and is being issued as we speak. A list of equipment currently in use was added as a guideline for respondents. Next steps include getting information from the vendor community and scheduling possible demonstrations. Responses to the RFI are due by July 11. We anticipate issuing the RFP in September, making a selection in November, and beginning implementation in December.
- Ethernet - Vicki Wallis/Paul Stuber.  
The two 10 Gb wavelengths on the same span with the DCMs were installed May 9 and continue to function properly. Other spans are being installed, as all of the DCMs have arrived. They should be complete by the end of June, which is on schedule. We are uncertain at this time how recent flooding will impact the schedule, as there may be emergency activity that redirects the technicians. A two-week delay would not be out of the question. The next big test will be to add load to the system and we are working on securing a load tester (our current load testers don't go that high, so we are trying to borrow or rent one). All alarms from the system indicate the system is operating normally. As such, the AFE for the remaining equipment has been approved, and we expect this phase of the installation to be complete by mid-December.
- Communications – PR and Communications Efforts - Joseph Cassis.  
The employee survey has been completed; there was an 88% percent response rate. Employees indicated a high level of satisfaction with their jobs, however there is always room for improvement. Burnout and work pressure were two factors that seemed to be common.

**Telehealth Project Update - Joseph Cassis.**

Two RFPs have been sent to USAC for review, one for outside plant and other for equipment connectivity. The vendors' bidding conference has tentatively been scheduled for June 26. Specific portions of the MOU between IHA and the ICN for telecommunications expertise are being finalized. Additional details will be released when the MOU is complete.

**Review of RTC/ETC/ICN/ITTC Relationships and Processes - Joseph Cassis.**

On June 5, the Education Telecommunications Council met. Mr. Cassis was in attendance and provided an update of activities, including the rollout of the Perfect Meeting product and results of the recent customer survey. Mr. Cassis asked the Council to consider re-evaluating the Council's current organization, purpose, funding, and performance metrics. The Council took this recommendation as an action item and created a committee, but it has not yet convened. The ETC has been in existence for 15 years.

**Court Usage - Dave Lingren (participating by phone).**

The ICN does not have Internet connectivity to all of the county courthouses in Iowa. County officials are not currently authorized users, however there are state offices located in some of the courthouses. The ICN does have a few video sites in county courthouses, however those are contracted through the state's Judicial Branch. Cerro Gordo County has expressed interest in putting a video site in their courthouse. Phil Groner is coordinating this effort on the ICN's behalf and is working with the Cerro Gordo County Jail Administrator and the District Court Administrator for the Second Judicial District. A funding source has yet to be identified. Commissioner Lapointe asked to be apprised of any developments in this matter.

**Weather Related Infrastructure Issues - Dave Marley.**

Director Gillispie reported that all ICN equipment at the Linn County Courthouse had been destroyed in recent flooding. The ICN is also working with Kirkwood Community College to get services up and running there. Dave Marley elaborated, explaining that the ICN is in a reinstall, re-turn up mode. The ICN was pretty fortunate overall; there was one site where the generator was immersed, but we were able to save it. The ICN continues to monitor areas in the southeast corner of the state, such as Burlington. The recovery phase of this disaster will be ongoing for some time.

Thanks to advanced warning and the efforts of the National Guard, PaeTec, and a host of ICN staff who worked long hours, the network came through the event very well. We learned about some things that we need to address. The ICN is precluded by law from assisting counties and cities although we were asked multiple times for assistance. The only exception is to provide assistance to emergency managers for three days after an emergency declaration. The ICN would be in a better position if it could help cities and counties on a full-time basis. We will add this item to our list of legislative issues. Commissioner Mahaffey suggested that the Iowa State Association of Counties and the League of Municipalities could be useful in this endeavor.

**Strategic Planning Process - Joseph Cassis.**

The ICN conducted a planning session with Commissioners last July; specific projects (Ethernet, communications, etc.) grew out of that effort. We are now coming full circle in the process to look at how we could accelerate the objectives. In July, we will revisit the issues and see how closely we align with the objectives set last year.

**July Planning Meeting – Chairperson.**

Director Gillispie and Ms. Brandsgard will take time later this week to talk about the July planning meeting.

**Bi-Weekly Update Items** – Staff.

No updates to previously provided material.

**Other Business** - Commission, Executive Director and Staff.

None.

**Adjournment** – Commission.

Commissioners Mahaffey and Lapointe motioned to adjourn the meeting. There being no further business, the meeting adjourned at 11:12 a.m.